



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

June 10, 2015

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on June 10, 2015 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom - Chair
Sue Wendt – Vice Chair
Debra Schubert
Michael Starshak - Absent

Others Present:

Dan Sondalle, Corp. Counsel
Sheriff Mark Podoll
Tony Daley, Berlin Journal
Judge Slate
Jack Meyers, County Board Chairman

Joy Waterbury Board Supervisor
Lori Evans, Admin. Ass't to Sheriff
DA Andrew Christenson
Marge Bostelmann, County Clerk

AGENDA

Motion/Second (Schubert/Wendt) to approve the agenda. All Ayes. Motion carried.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Minutes from the May 13, 2015 meeting were read. *Motion/Second (Wendt/Schubert)* to approve the minutes as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES INCLUDING PUBLIC COLLECTIONS

County Clerk Marge Bostelmann reported that there were three candidates interviewed for the Clerk of Circuit Court position. However there is only one remaining. The Clerk of Circuit Court will bring her to the next meeting and introduce her.

CORRESPONDENCE

Thank you to Deputy Dustan Thompson from Robert Kuehn and his wife for giving him a warning when he deserved a ticket. He will be more attentive to his driving in the future.

Thank you's from Tony Thoma and Lenny Langkau for the training EMS Rescue Team/Warm Zone Training that Detective Holdorf, Sgt. Kiener, and Deputies Preuss and Prachel put on in conjunction with officers from Green Lake and Princeton Police Departments. It was very impressive.

Compliments from Linda Curry stating what a polite, thorough and considerate man Sgt. Kevin Manning was when he issued her a speeding ticket recently.

Chairman Thom expressed his appreciation to all of our Deputies for the great job they do and the professionalism they portrait.

E-mails were included in the packet from Lori Evans to Supervisor Starshak answering his questions regarding boat patrol grant revenues and Huber payments.

RESOLUTIONS/ORDINANCES

The Animal Ordinance is still being reviewed and will be presented for action soon.

Motion/Second (Wendt/Schubert) to amend resolution 8-2015 regarding increasing County Coroner fees to add an effective date of September 1, 2015 and send it on to County Board. All Ayes. Motion carried.

PURCHASE REQUESTS

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

TRAINING

None

OPENINGS FOR COMMUNICATIONS/CORRECTIONS POSITIONS

In 2004 at a regular meeting of the Judicial/Law Enforcement Committee a motion was made that the Sheriff's Office need not go back to committee for review and approval to fill vacancies any time there was an opening in the Communications or Corrections Divisions.

In 2012 the Green Lake County Policy and Personnel Procedure Manual underwent a significant update. In order to clarify that the Sheriff's Office does not have to get Committee Approval before filling vacancies in any 24/7 Communications/Corrections position, the following motions were made:

Motion/Second (Wendt/Schubert) Request that the Personnel Committee take to County Board an amendment to Ordinance number 1043-2012 Section IV, C, 1, last paragraph of the Administrative Policy manual that says to fill any vacant position that is scheduled to be filled 24 hours a day, 7 days a week within the Corrections division which includes Corrections Officers, Master Control Aides and Sergeants of Corrections without prior approval of the Administrative Coordinator, governing Committee or the Personnel Committee. This does not include the Administrator or Lieutenant in that division. All Ayes. Motion Carried.

Motion/Second (Schubert/Wendt) Request that the Personnel Committee take to County Board an amendment to Ordinance number 1043-2012 Section IV, C, 1, last paragraph of the Administrative Policy manual to include to fill any vacant position that is scheduled to be filled 24 hours a day, 7 days a week within the Communications Division, and will not require the position review process. All Ayes. Motion Carried.

FILLING OF VACANCIES

It was explained to the Committee that there is an agreement between the State of Wisconsin DOC and Green Lake County that designates minimum staffing in the jail and that the Corrections Administrator and Lieutenant of Corrections positions are required to be filled. The Committee reviewed the Process for Filling Vacancies form and job descriptions for both the Corrections Administrator and the Lieutenant of Corrections positions. ***Motion/Second (Wendt/Schubert)*** to approve filling both anticipated vacancies and send them on to the Personnel Committee. All Ayes. Motion carried.

JOB DESCRIPTIONS

Job descriptions were updated to the new County format and were presented for the following Sheriff's Office positions:

Administrative Assistant to the Sheriff
Chief Deputy
Communications Administrator
Communications Officer
Corrections Officer
Court Services Deputy
Court Services Officer
Deputy Sheriff of Recreation Patrol – LTE
Deputy Sheriff
Detective
Master Control Aide
Recidivism Reduction Aide – LTE
Sergeant of Patrol

Motion/Second (Wendt/Schubert) to approve the job descriptions that were presented and send them on to the Personnel Committee. All Ayes. Motion carried.

JOB DESCRIPTION AND PAY FOR REGISTER IN PROBATE

Judge Slate asked that this matter be placed on the agenda as he is looking for clarification regarding the job description and pay for the Register in Probate. He is concerned that the Committee did not ask for his input. Under Statute 851.71(1) the Judge can appoint whoever he wants as Register in Probate. The County determines the pay for the position. He believes the position is overpaid and that it should be at a Grade 11 on the pay scale. However, he has given job duties of Deputy Clerk to the new Register in Probate as well as her Register in Probate duties and feels that the job description and pay grade should be reviewed to reflect those changes. The person he selected for the position is efficient and well organized. So far she has been able to complete all the functions of both positions without any problems. He will be reviewing her progress regularly. He asks that the job description for this position be put on next month's agenda.

COURTROOM UPGRADES

The Judge is soliciting bids and expects to have them for next month's meeting.

DEPARTMENT RELATED COMMENTS

Child Support: No appearance

Clerk of Courts: Amy Thoma is at another meeting and is unable to attend this meeting.

Circuit Court/Register in Probate: Nothing to report

District Attorney: Nothing to report

Coroner: No appearance

Emergency Management: No appearance

Sheriff's Office: The Sheriff reported that the Sheriff's Office has been busy with training. We hosted the Badger State Sheriff's Association leadership training session at the Heidel House. There were 165 in attendance. It was very successful and brought a great deal of revenue to the County. He, the Chief Deputy and both Patrol Sergeants attended Administrative Training in Wausau this week. It was very informative. There was another interdiction deployment on June 22 near the intersection of STH 23/49. Four K-9 units assisted from Adams County, Ripon and Omro PD's and the State Patrol. There were 58 stops, 5 drug hits, one OWI, one felony arrest, and several speeding citations issued, one at 105 MPH. We hosted Child Abduction Response Training (CART) at the Green Lake Conference Center recently. Officers from Marquette, Waushara, Dodge, Fond du Lac, Iowa and Green Lake Counties attended. There were very good instructors from all over the US. We will be having one more table top exercise and we will be certified by the summer of 2016. The Sheriff said that we will need to order more squads, but is waiting to see what they have to offer when he goes to the National Sheriff's convention later this month.

BUDGET ADJUSTMENTS

None

MONTHLY SHERIFF REPORTS

Motion/Second (Schubert/Wendt) to approve the monthly Sheriff's Office Reports. All Ayes. Motion carried.

MONTHLY SHERIFF EXPENSE AND REVENUE REPORTS

Motion/Second (Wendt/Schubert) to approve the monthly Sheriff’s Office Expense and Revenue Reports. All Ayes. Motion carried.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated June 10, 2015 for the following offices in the following amounts:

Child Support:	\$	574.25
Clerk of Circuit Court:	\$	2,032.75
Coroner:	\$	3,401.37
District Attorney:	\$	1,102.00
Emergency Management	\$	15.21
Judge-Circuit Court:	\$	5,709.90
Sheriff’s Office:	\$	52,858.50

Motion/Second (Schubert/Wendt) to approve all of the above claims. All Ayes, Motion carried.

MOVE INTO CLOSED SESSION

Motion/second (Schubert/Wendt) to move into closed session per ss. 19.85(1); (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to interviews for Part-time Communications Officer and Part-time Master Control Aide. Roll call vote: Schubert – Aye, Starshak-Absent, Thom-Aye, Wendt-Aye. Three Ayes. One Absent. No Nays. Motion carried. Moved into closed session at 5:19 p.m. Corporation Counsel Dan Sondalle excused himself from the meeting as he had to leave for a Highway Committee meeting at 5:24 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Schubert/Wendt) to move into open session Roll call vote: Schubert – Aye, Starshak-Absent, Thom-Aye, Wendt-Aye. Three Ayes. One Absent. No Nays. Motion carried. Moved into open session at 5:30 p.m.

Interviews were conducted of Casandra Kohn for part-time Communications Officer and for Britney Petrack-Retzlaff for part-time Master Control Aide. The committee authorized hiring of both candidates pending their passing of the rest of the testing in the hiring process.

LEXIPOL

Lexipol policy Number 1022 – Seat Belts and Lexipol policy 1062 – Locker Rooms were e-mailed to the Committee. *Motion/Second (Schubert/Wendt)* to approve the Lexipol policies as presented. All Ayes. Motion carried.

COMMITTEE DISCUSSION

None

NEXT MEETING DATE

The next meeting is set for July 8, 2015 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. Agenda items for discussion – Register in Probate Job Description/Pay Rate, Courtroom upgrades and Lexipol policies. A tentative date of July 29, 2015 at 4:30 p.m. was set for review of the 2016 Budgets, providing Supervisor Starshak can attend.

ADJOURN

Motion/Second (Schubert/Wendt) to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:31g p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff